

BSA Travel Reimbursement Checklist

Research Conference Meeting

- ☐ Business Expense Justification in the form of a flyer or conference itinerary. Always provide the program/itinerary if available.
- ☐ Proof of Attendance – Provide one of the following:
 - Name badge (preferred)
 - Certificate of completion
 - Picture of yourself with the name badge
 - Your name included on the conference itinerary
- ☐ Receipts in Chronological Order:
 - Meeting/Conference Registration Receipt (if paid by host/conference, make a note of this on the receipt). Please make sure payment info is on the receipt.
 - Airfare receipts (include Egencia, Travel 100 reservations billed to NU)
 - Lodging receipt (if room service was charged will need itemize receipt of the meal – unless claiming per diem)
 - Ground transportation receipt(s)
 - Uber, Taxi, Shuttle, Car-share service tips may not exceed 20% - round up donation are not reimbursable
 - Car rentals are recommended to be secured via Egencia to ensure NU's discounts and basic insurance is included in the rate. Additional insurance purchased is not reimbursable. The traveler's name should be on the receipt.
 - Meal receipts
 - If requesting actuals reimbursement for meals / incidentals, itemized receipts – meal amounts on sponsored accounts are capped based on the per diem meal rates of the city you are in
 - If requesting per diem (recommended) meal receipts are not required
 - Other business-expense receipts (ex. poster printing, parking, etc.) - proof of payment should be visible
- ☐ Currency conversions, bank/credit card statements, business expenses related to the conference/meeting?
 - If expenses were incurred in foreign currency, please include the rate charged to your credit card or bank account. If this is not included, staff will use the rates generated by OANDA currency converter.
 - If you are missing a receipt for an expense and wish to have it be reimbursed, include this plus proof of payment if available (such as credit card transaction statement). Additional documentation may be required.

*ADDITIONAL CONSIDERATIONS

- Meals charged to Grants must adhere to the Per Diem spending limits provided by the US General Services Administration.
- Meal expenses that exceed the US General Services Administration per-diem rates but comply with university T&E and business expense policies may still be reimbursed via a discretionary account.
- Missing receipts under \$75 may have a bank statement provided. Any receipts missing for expenses over \$75 will require an exception for processing.
- In-town conferences Meals are unallowable for reimbursement when charged to a Grant.
- Transportation from home to work is not reimbursable.
- Transportation from CH campus to EV campus is not reimbursable unless there is an exception form justifying the expense.
- Parking on both campuses is not reimbursable.